

**Department of Codes Administration
700 2nd Av. South
Howard Office Building**

Board of Zoning Appeals Checklist

The following items **must** be provided with submittal prior to acceptance by the Board of Zoning Appeals.

Failure to provide any of the items under your appeal type listed below will be deemed an incomplete submittal and will not be accepted.

Item A Appeals

- ☐ Letter detailing the basis of the appeal.

Variance Requests

- ☐ Scaled Site Plan (Drawn to engineer's or architect's scale) 5 copies
Minimum Size 8.5" x 11"
Maximum Size of 11 x 17.
- ☐ Hardship Form or Letter (Available online at www.nashville.gov/codes/bza)

Special Exceptions

- ☐ Scaled Site Plan (Drawn to engineer's or architect's scale) 5 copies
Minimum Size 8.5" x 11"
Maximum Size of 11 x 17.

Item D Appeals (Non-Conforming Uses / Structures)

- ☐ Scaled Site Plan (Drawn to engineer's or architect's scale) 5 copies
Minimum Size 8.5" x 11"
Maximum Size of 11 x 17.